



# PROGRAM SPONSOR ALERT

Date: November 13, 2008

Number: 08-10

Subject: Modification for Program Assessment Documentation

## **Summary:**

This notice is to alert all institutions that there is a modification to the documentation that needs to be submitted during Program Assessment, one of the activities of the Commission's accreditation system. Effective immediately, programs no longer need to submit faculty vitae in Part II of the documentation for Program Assessment.

## **Background:**

As the revised accreditation system is being implemented, the system is under continuous review. With the first year of Program Assessment activities coming to a close, it has become clear that the reviewers are not using the faculty vitae during the Program Assessment process.

Therefore, based upon further review of the adopted Program Standards, it has been determined that faculty vitae are best reviewed as part of the accreditation site visit in year 6 of the accreditation cycle. The responsibility for the institution to have qualified faculty is addressed in the Common Standards.

At the accreditation Site Visit, institutions will need to provide complete vitae for all faculty and instructional personnel who teach or provide services in each program. The vitae should provide evidence to support that the institution is meeting Common Standard 4: Faculty and Instructional Personnel.

### **Common Standard 4: Faculty and Instructional Personnel**

Qualified persons are employed and assigned to teach all courses, to provide professional development, and to supervise field-based and/or clinical experiences in each credential and certificate program. Instructional personnel and faculty have current knowledge in the content they teach, understand the context of public schooling, and model best professional practices in teaching and learning,

scholarship, and service. They are reflective of a diverse society and knowledgeable about diverse abilities, cultural, language, ethnic and gender diversity. They have a thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools. They collaborate regularly and systematically with colleagues in P-12 settings/college/university units and members of the broader, professional community to improve teaching, candidate learning, and educator preparation. The institution provides support for faculty development. The unit regularly evaluates the performance of course instructors and field supervisors, recognizes excellence, and retains only those who are consistently effective.

Should you have any questions about this modification in what to submit for Program Assessment, please contact Jo Birdsell at [jbirdsell@ctc.ca.gov](mailto:jbirdsell@ctc.ca.gov)